

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, March 4, 2010 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Insurance Report Financial Report
5. General Fund Budget Amendments:
 - A. Election Commission
 - B. County Buildings
 - C. Archives
 - D. County Clerk
 - E. Sheriff's Department
 - a. Budget Amendments
 - b. STOP Grant Application for Domestic Violence Investigator
 - c. Equitable Sharing Agreement
 - F. Pet Adoption & Welfare Services
 - G. Emergency Management
 - H. Employee Insurance – All Funds
6. Rutherford County Schools Lighting Management System
7. Resolution to Request Unclaimed Balance of Accounts Remitted to State Treasurer under Unclaimed Property Act
8. 2010-11 Budget Schedule
9. Other Business

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To also include items that may be forwarded by Steering Committee & Public Works Committee after agenda is mailed.

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cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the February 4, 2010 meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will present the Fund Condition Report for the month ending February 28, 2010.
4. Mrs. Lois Miller, Insurance Director will present the Insurance Financial Report for the past two months.
5. **General Fund Budget Amendments:**

- A. Approval of the following Budget Amendment will be requested for the Election Commission to provide funding to pay legal fees for the Election Commission and the Election Administrator. Because a primary election will not be held in the Spring, 2010, there are funds available in the Election Worker Account:

| | | |
|-------|------------------------------------|----------|
| From: | 101-51500-193 – Election Workers - | \$32,500 |
| To: | 101-51500-331 – Legal Services - | \$25,000 |
| | 101-51500-599 – Other Charges - | 7,500 |

- B. The County Buildings Maintenance Director will be requesting approval of the following budget transfer to provide additional funding to the Other Supplies and Materials Account to fund expenditures specifically related to the H1N1 prevention measures. All expenditures for all county departments were paid from the Maintenance Department funds in order to achieve volume discounts. These expenditures were not anticipated during the 2009-10 budget process:

| | | |
|-------|--|----------|
| From: | 101-39000 – Undesignated Fund Balance - | \$ 7,300 |
| To: | 101-51800-499 – Other Supplies/Materials - | \$ 7,300 |

- C. At the regular meeting of the County Commission on October 15, 2009, a Resolution was adopted authorizing the County Mayor to submit an application to the Tennessee State Library and Archives for a grant in the amount of \$5,000. Authorization was also given for the County Mayor to execute the grant subject to it being awarded. Notification has been received of a grant award in the amount of \$2,818. The Archives Director will be requesting approval of the following budget amendment to recognize the grant proceeds and to appropriate the proceeds to purchase a computer, scanner, external hard drive and the related software and supplies:

| | | |
|-------------------|--|---------|
| Increase Revenue: | 101-46190 – Other General Gov't Grants - | \$2,818 |
| Increase Expend.: | 101-51910-499 – Other Supplies/Materials - | \$1,012 |
| | 101-51910-709 – Data Processing Equip. - | 1,806 |

- D. The County Clerk will be requesting approval of the following Budget Amendment to provide funding for the Communications Account due to increased costs associated with the new Smyrna Clerks Office Building. There is money available in the lease payment line item since the office is expected to move in March. Additionally \$6,000 is needed for a server in the Murfreesboro Office Building. Data Processing fees collected in the County Clerk's Office has been turned over to the county to pay for this cost:

| | | |
|-------------------|--|---------|
| From: | 101-52500-330 – Operating Lease Payments - | \$9,000 |
| To: | 101-52500-307 – Communications - | \$9,000 |
| Increase Revenue: | 101-43396 – Data Processing Fee- County Clerk - | \$6,000 |
| Increase Expend.: | 101-52500-709 – Data Processing Equipment - | \$6,000 |

Explanation of Agenda Items (cont'd)

E. Sheriff's Department:

- a. The Sheriff's Department will be requesting approval of the following budget amendments and transfers to recognize revenue from the Murfreesboro Police Department for the Printrak Agreement to be used for processing arrestees; to transfer \$20,500 from the Sheriff's budget to the Jail budget to cover estimated prisoner clothing expenses and to purchase a new copier for Booking; to recognize insurance proceeds and to transfer from the Miscellaneous Judgment Account to replace a totaled patrol vehicle; and to recognize insurance proceeds to provide money for Maintenance & Repair of Vehicles and to replace a vehicle:

| | | |
|-------------------|--|----------|
| Increase Revenue: | 101-48130 – Contributions - | \$25,000 |
| Increase Expend.: | 101-54210-709 – Jail/Data Processing Equip. - | \$25,000 |
| From: | 101-54110-189 – Sheriff's Dept./Other Salaries/Wages - | \$20,500 |
| To: | 101-54210-441 – Jail/Prisoner Clothing - | \$15,000 |
| | 101-54210-435 – Jail/Office Supplies - | 5,500 |
| Increase Revenue: | 101-49700 – Insurance Recovery - | \$ 5,500 |
| From: | 101-58900-505 – Miscellaneous/Judgments - | 17,553 |
| To: | 101-54110-718 – Sheriff's Dept./Motor Vehicles - | \$23,053 |
| Increase Revenue: | 101-49700 – Insurance Recovery - | \$ 6,800 |
| Increase Expend.: | 101-54110-338 – Sheriff/Maint/Repair Vehicles – | \$ 1,165 |
| | 101-54110-718 – Motor Vehicles - | 5,635 |

- b. The Sheriff's Department will be requesting approval to apply for a three-year STOP grant for a domestic violence investigator, which requires a 25% local match.
- c. The Sheriff's Department currently has a fund that operates under an Equitable Sharing Agreement with the Federal Government. In the nearly 25 years since the Comprehensive Crime Control Act of 1984 authorized federal officials to implement a national asset forfeiture program, asset forfeiture has become one of the most powerful tools for targeting criminals. One of the most important provisions of asset forfeiture is the authorization to share federal forfeiture proceeds with cooperating state and local law enforcement agencies.

The auditors have recommended that these funds be turned over to the county, and that the county's purchasing procedures be followed. This fund will operate similarly to Fund 122, Drug Control Fund, with the exception that there will be no estimated revenue, and the estimated expenditures will be for no more than the actual cash on hand.

- F. The PAWS Director will be requesting approval of the following budget transfers to provide funding for estimated expenses for building maintenance, animal food and supplies, and medical and dental services to pay the medical bill for an inmate who was hurt while working at the PAWS facility. She will also be requesting approval to transfer funds form the Supervisor Account to the Attendants Account due to turnover. Money is available in the Supervisor Account due to a vacancy:

| | | |
|-------|---|----------|
| From: | 101-55120-707 – Building Improvements - | \$11,500 |
| To: | 101-55120-335 – Maint./Repair Buildings - | \$ 6,000 |
| | 101-55120-340 – Medical/Dental Services - | 3,000 |

Explanation of Agenda Items (cont'd)

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|--|----------|
| 101-55120-401 – Animal Food/Supplies - | 2,500 |
| From: 101-55120-105 – Supervisor - | \$ 2,800 |
| To: 101-55120-164 – Attendants - | \$ 2,800 |

- G. At the regular meeting on November 12, 2009, the County Commission adopted a Resolution authorizing the County Mayor to execute all necessary documents to accept the 2009 Homeland Security Grant in the amount of \$478,621. The Emergency Management Director will be requesting approval of the following budget amendment to recognize the proceeds received from the grant and to appropriate the proceeds for Other Equipment:

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|-------------------|---------------------------------------|-----------|
| Increase Revenue: | 101-47235 – Homeland Security Grant - | \$478,621 |
| Increase Expend.: | 101-54430-790 – Other Equipment - | \$478,621 |

- H. The Finance Director will be requesting approval of a budget amendment for all funds to adjust the various Employee and Dependent Insurance Accounts for all funds as a result of open enrollment and rate changes that took effect January 1, 2010.
6. At the October 15, 2009 School Board meeting the following request was forwarded to the County Commission:

To approve the Excel Energy Group \$2,337,515 proposal for occupancy Sensors contingent on state approval of the system's Efficient Schools Initiative Grant of \$741,480 and the County Commission's approval of Financing the \$1,596,035 balance.

The state has approved the grant, but the loan documents for this program will not be available for five to seven more months. The Director of Schools will be requesting approval to forward to the County Commission, the seven-year lease purchase plan Mr. Caroom's firm has prepared.

7. The Finance Director will be requesting approval of a Resolution to request the balance of unclaimed property remitted to the State Treasurer. The Finance Department, as well as other departments of the county, submits an Annual Report of Unclaimed Property to the State. The adoption of this Resolution will allow the Finance Department to request that any unclaimed balance be returned to the County to be deposited to the General Fund. The local government also has to agree to retain a sufficient amount to insure prompt payment of allowed claims without deduction for administrative costs or service charge.
8. The 2010-11 budget schedule to review departments' 2010-11 budget requests will be set. Please bring your calendar.
9. Other Business